

# Regular Meeting

<b>Agenda Item #</b>	5
<b>Meeting Date</b>	November 22, 2004
<b>Prepared By</b>	Wayne Hobbs
<b>Approved By</b>	Barbara B. Matthews City Manager

<b>Discussion Item</b>	Emergency Preparedness Committee
<b>Background</b>	<p>With the Adoption of the City's Emergency Operations Plan, the Public Safety Citizens Advisory Committee (PSCAC) recommended establishing a Citizens Committee to work with the City's Emergency Management Staff and to periodically report to the Council on emergency preparedness issues. The Council agreed and tasked Staff and members of PSCAC to develop a framework for the Committee.</p> <p>City Staff (Chief Creamer and Wayne Hobbs) worked with Andy Kelemen and Wolfgang Mergner of the PSCAC and developed a mutually agreeable framework for the Committee which is outlined in the attached proposed Ordinance establishing the Committee.</p>
<b>Policy</b>	The design of the Committee and the reporting requirements requires that it be established as a statutory committee.
<b>Fiscal Impact</b>	None at this time
<b>Attachments</b>	Proposed Ordinance establishing an Emergency Preparedness Committee
<b>Recommendation</b>	Council accept the Ordinance at First Reading.
<b>Special Consideration</b>	

Introduced by:

First Reading:  
Second Reading:

**ORDINANCE #2004-\_\_\_\_\_**

**ESTABLISHING A STATUTORY EMERGENCY PREPAREDNESS COMMITTEE**

**WHEREAS**, the City is participating in an inter-jurisdictional initiative efforts in response to national and regional concerns regarding emergency preparedness; **AND**

**WHEREAS**, through coordination with local jurisdictions, agencies, organizations and community participation, the City developed an Emergency Preparedness Plan; **AND**

**WHEREAS**, the City Council formally adopted the plan Council on July 12, 2004, including a recommendation that an Emergency Preparedness Committee be established. **AND**

**WHEREAS**, the City desires to obtain resident input and to involve resident volunteers in assisting with emergency preparedness.

**NOW, THEREFORE, BE IT ORDAINED THAT** the City Council of Takoma Park, Maryland, hereby establishes an Emergency Preparedness Committee to provide community input to and assist in the City's planning and preparations for emergency operations and to involve residents in providing appropriate assistance during emergency operations.

**BE IT FURTHER RESOLVED THAT** the Emergency Preparedness Committee shall assist in:

1. Reviewing the City's Emergency Operations Plan and recommending changes to the Council and City Manager; and
2. Organizing Neighborhood Safety Contacts to interface with the City's Emergency Operations Team and establishing a process for using these contacts to facilitate communications during actual emergencies; and
3. Exploring the formation of volunteer neighborhood emergency teams that would assist City Departments in carrying out emergency activities when called upon; and
4. Establishing a process for assisting the frail, elderly and persons with disabilities during an emergency; and
5. Assisting the City and other agencies in educating residents on their individual responsibilities for preparing their households for emergencies and providing information on what residents can expect from the City during an emergency; and

6. Exploring grant opportunities that would aid the City to improve the emergency preparedness of the Community and City Management—this would include assisting City staff in documenting and submitting desirable grants for review by the City Manager and concurrence of the Council; and
7. Reporting to the Council on the Committee's progress six months after the Committee starts operating and every six months thereafter. Each report should provide appropriate recommendations for improving the City's emergency preparedness along with budgetary implications that should be considered during the preparation of the annual budget; and
8. Arranging for Community Emergency Response Training (CERT) for resident volunteers and committee members as requested; and
9. Coordinating with the Montgomery County Volunteer Center to identify volunteer opportunities under emergency situations. Educating and promoting these volunteer opportunities to City residents; and
10. Establishing an active relationship with relevant County, State and Federal Volunteer Agencies as well as the emergency preparedness volunteer organizations of neighboring jurisdictions; and
11. Suggesting test scenarios to the City Manager and providing Committee members to be present in the City's Emergency Operations Center during Emergency Test Exercises to act as observers during the test and to provide input to the after action report of the test.

**BE IT FURTHER ORDAINED THAT THE COMMITTEE MEMBERSHIP** will be composed of appropriate senior City Staff selected by the City Manager, one member of the Public Safety Citizens Advisory Committee (PSCAC), one member of the City's Fire Department and six residents (preferably one from each Ward) appointed by the Council. Appointees should have some professional background in emergency preparedness or operations and be available to perform committee duties during the day when required.

**BE IT FURTHER ORDAINED THAT THE COMMITTEE SHALL COMPLY WITH OPEN MEETINGS REQUIREMENTS** as set forth in Takoma Park Administrative Regulation 95-01 and other applicable City Regulations/Polices, and Federal and State laws. This shall include making prior announcements of all meetings and maintaining and publishing written minutes of all meetings.

**BE IT FURTHER ORDAINED THAT** appointments to this Committee shall be effected by a separate resolution.

**ADOPTED** this \_\_\_\_\_ day of November, 2004.

**ATTEST:**

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Catherine E. Waters, CMC  
City Clerk / Treasurer